

SEP 26 2014

*HALL MEMORIAL LIBRARY  
BOARD OF TRUSTEES' MEETING  
September 8, 2014*

TOWN OF ELLINGTON  
TOWN CLERK'S OFFICE

- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board of Trustees to order at 7:36 PM. Members present: Mary Blanchette, John Halloran, Peter Nickerson, Richard Petrucci, Susan Phillips, Library Director, and Janet Wieliczka. Marcia Downs was present as recording secretary. Mary Clements and Pat Grundman, Children's Librarian/Assistant Director, were excused.
- II. Citizens' Forum -- There were no citizens present.
- III. Approval of Minutes of June 17, 2014 -- The minutes were reviewed and unanimously accepted. (Wieliczka/Nickerson)
- IV. Treasurer's Report -- Income and expenditure reports were distributed.
- V. Prior Year Budget/Current Year Budget -- A final report of the FY13-14 budget was distributed by Susan Phillips and line items reviewed. At year end, expense exceeded the budgeted amount by \$830.99. An overage was projected due to some building repair projects that will subsequently be covered from the Fowler Fund. A report of the FY 14-15 budget was distributed and reviewed. All items are on track.
- VI. Library Director's Report--Susan Phillips distributed copies of the Library Director's Report dated Sept.8, 2014. Items reviewed included reports of the successful summer reading program, installation of the new computers at the public work stations, and implementation of a new online calendar/room reservation system. The staff was commended for their exemplary job of handling the hectic summer operation compounded by the absence of Sue due to her mother's illness. Sue sought input about Pat Grundman's vacation hours. Due to the impending enforcement of the maximum amount of vacation time to be retained effective October 1, Pat will lose about 70 hours of vacation time. While she has plans to use some time in September, some of her plans were altered due to the staffing issues during the summer. The Board supported submitting a request to the First Selectman to see if something could be done to retain these hours for her.
- VII. Friends of the Library -- The Friends once again generously funded the summer reading programs for all ages. They will be holding their fall "Bag-of-Books" Book Sale Oct.17-19.
- VIII. Old Business -- Review of Job Descriptions --There was a brief discussion/review of the updated library job descriptions. A recommendation was made to change the requirement of a "valid Connecticut driver's license" to a "valid driver's license". More discussion and vote of approval will be held next month.  
Security Cameras -- The Public Works Director was consulted about the proposed security camera project mentioned last month. He was unaware of this project. No action will be taken at this time.

Building Maintenance – A revised proposal for the lighting upgrade project was received from CL&P. Additional fixtures were identified by a second consultant, adding to the scope and cost and subsequent savings of the project.

Sue met with Tim Webb, Public Works Director, regarding the capital improvement roof repair project. He will contact engineering firm Fuss and O'Neill for a consultation about the best course of action.

The repair projects to be funded by the Fowler Fund and completed by CD Builders are underway. The painting of the exterior doors and refinishing of the wooden front door are progressing as weather permits. The prototype of the replacement windows for the second floor will be installed soon so it can be evaluated.

Library Generator – The installation of the generator was completed in June and is now in service. In the event of a power failure, it will automatically turn on after 30 seconds of no power. It is tested each Friday for 10 minutes by a member of the Public Works staff. A longer, full-load test will be done before winter.

- IX. New Business – Item Added to Agenda—Voted (Blanchette/Nickerson) to add Annual Budget Reimbursement to Town. The amount to reimburse the town for the FY13-14 budget is \$20,830.99, to be taken from the Gift Account. This includes the budgeted amount of \$20,000 and the excess of \$830.99. Motion made to reimburse the Town \$20,830.99 made by Janet Wieliczka, seconded by Mary Blanchette, passed unanimously.

Capital Improvements-- Sue received information from the First Selectman's Office about the State-offered STEAP grant program that is intended for capital projects. It appears that our planned capital improvement projects, i.e. restroom upgrades, carpeting, and interior painting, fit the criteria for this grant. Sue will prepare and submit a grant proposal by the November deadline. If grant funds are not received, we will proceed with our plan and submit a Capital Improvement Budget request for FY15-16.

- X. Trustees Concerns – The passing of former Board members Mary Okolo and James Stoughton was noted. Books in their memory will be purchased (\$100 each) for the library collection.
- XI. Adjournment – Adjourned 9:05pm (Nickerson/Petrucci)

Respectfully submitted,



Marcia Downs  
Recording Secretary